



Grand Canyon Council BSA 2015 Charter Renewal

The simple roadmap to the successful recharter of your unit illustrated below should help in completing the charter renewal process in a timely fashion. Recharter on time and avoid losing your unit charter from BSA - *no advancement or recognition for youth, no insurance for adults* for unchartered units.

- Know the deadline. Correctly completed unit charter renewal packets are due November 30, 2014, unless your district sets an earlier date. A completed packet includes a check in payment for all registration fees. Do not wait to be billed; pay in full and on time.
- Start Now:
 - Designate a "recharter processor" to handle the process and make sure they attend district training. Assigning responsibility for this process is key to your successful recharter process. The unit commissioner (or District Commissioner staff if you unfortunately do not have a unit commissioner) is your primary guide and resource.
 - Make plans for your recharter team to attend your district recharter training. Check your district calendar for date, time and location. Your recharter process will go much more smoothly if you attend. Ask all the questions you can think of during this essential training session.
 - Review all documents, information and instructions in your recharter packet. There are new materials for 2015 charter renewals that you will want to be aware of.
 - Complete a membership inventory. Use the Internet Advancement website to create a unit roster - *you will not receive a printed roster in your packet* - to make sure all youth and adult members are registered. Make sure the unit roster is up-to-date and accurate. Make corrections as soon as possible by obtaining completed applications and turning them in at the council service center. Check spelling of names, addresses, phone numbers, and provide e-mail addresses to promote easy communication and provide contacts for *Voice of the Scout*. Many telephone numbers and e-mail addresses in our BSA volunteer records are found to be incorrect or out of date.
 - LDS units should use the provided transfer forms to promote youth to the correct program, ensuring the form is filled out and both leader and parent signatures obtained. Submit these forms to the council registrar prior to September 26, 2014, so they show up online.
 - Complete a leadership inventory. Identify adult leaders in their roles for 2015 and make sure they are registered.

- Check adult Youth Protection Training (YPT) for all adults – adult leaders cannot be registered without it - and make sure their training will remain current through 12/31/2015. YPT training must be retaken every two years to remain current. Also, they must take the YPT version appropriate to the program they are registered in [ALL Scouting programs, Cub Scouts, Boy Scouts, and Varsity take the basic YPT course, Venturing adult leaders take the basic YPT course and the Venturing YPT course]. If some adults need that training, schedule a class or have them do it online.
- Log on October 1, 2014, and realize how easy it will be because you have done the prep work.
 - Finish the paperwork early: get all required signatures, including the annual charter agreement signed by the executive office of the chartering organization.
 - Use the correct case when doing the data entry, double-check spelling of names, addresses, and be sure email addresses are included and current.
 - The steps in the online application are fairly straightforward, but you may still have questions. Contact your district resources before calling council. Names and contact information for district leaders - "recharter specialist," unit commissioner, or district commissioners- can be found at www.grandcanyonbsa.org under the district tab and menu for your district.
 - Use the table on the recharter envelope to calculate fees and prepare a check to cover all fees.
- Turn your completed recharter packet in on the date set in your district, but no later than November 30, 2014.
 - Be prepared to have your unit recharter packet returned to you if you are missing signatures, registration forms for newly added youth and adult members, and Youth Protection Training for adults.
 - Be sure to celebrate the successful completion of your 2015 unit recharter process! Good luck as you complete your unit recharter process. Your efforts help build and sustain the Scouting program here in Arizona. I am grateful for your efforts on behalf of our youth members and adult volunteers.